

## SELF-SERVICE CENTER

### PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED THE PETITION TO MODIFY CHILD SUPPORT

1. **Complete the rest of the paperwork in the packet:** Here is the court paperwork you need to complete:

- ☐ ***"Petition to Modify Child Support Order."***
- ☐ ***"Parent's Worksheet on Child Support."*** Make sure you make a copy of this form before you fill it out. The second blank copy is for the other party to complete after he or she gets the paperwork.

2. **Make copies of the papers.** Make (3) three **copies** of all the paperwork you completed: one or you, one for Expedited Services, one for the other party. The **original** is for the Clerk of the Court.

The filing fee for this process, as of January 1, 1998, is \$61.00. If you cannot afford the fee, ask the Clerk of the Court for the paperwork on deferring court filing fees. You can also get a deferral of the fees for the Sheriff to serve the papers, if you qualify.

3. **File the papers with the Clerk of the Court:** File the original Petition to Modify Child Support and Parent's Worksheet with the Clerk of the Court at the filing counter. Ask the Clerk to stamp the extra copies for you to show that you have filed these papers with the Clerk. These are called "conformed" copies.

**Central Court Building**

201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

**Northwest Court Complex**

14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**Southeast Court Complex**

222 East Javelina Drive, 1st floor  
Mesa, Arizona 85210

**Northeast Court Complex**

18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

4. **Hand-deliver the papers to Expedited Services**

**Central Court Building**

201 West Jefferson, 3rd floor  
Phoenix, Arizona 85003

**Northwest Court Complex**

14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**Southeast Court Complex**

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Mesa, Arizona 85210

**Northeast Court Complex**

18380 North 40<sup>th</sup> Street  
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5. **What Expedited Services will do**

- ☐ Schedule a conference and hearing for you. You and the other party will meet with a conference officer to talk about the case and see if you can reach any agreements. If you cannot reach an agreement, a hearing will be held just after your conference to decide the case. You need to pick up an Order to Appear from Expedited Services that will provide the date, time and location of the conference/hearing.

6. **Serve the papers on the other party:** You **must** arrange for service of the following papers on the other party:

- ☐ Petition to Modify Child Support.
- ☐ A copy of the Parent Worksheet for Child Support you completed, and a blank copy for the other party to complete.
- ☐ Copy of the Order to Appear.

Sometimes the other party will ACCEPT service in which case he or she must sign and you must file the document called **"Acceptance of Service."** If the other party does **not** accept service, then you must contact a process server or the Sheriff to serve the papers on the other party. Give the process server or Sheriff a **copy and the original "Order to Appear."**

7. **File the Proof of Service with the Court:** After serving the other party, the process server or Sheriff will file an **"Affidavit of Service"** and will file the original **"Order to Appear"** with the Clerk of the Court. **If the other party accepted service, then you must file the original "Order to Appear" and the original "Acceptance of Service."**

If either of the parties is using the child support enforcement services of the Department of Economic Security (DES), notice of this action **must** be given to that office. Mail a copy of the "Request to Change Child Support" and a copy of the **"Parent's Worksheet for Child Support"** to:

Division of Child Support Enforcement  
**ATTN: Modification, Maricopa County**  
P.O. Box 40458  
Phoenix, AZ 85067

8. **Go to the court conference/hearing:** If a conference and hearing have been scheduled, be sure to write down the date, time and place of the court hearing, and come to the hearing. **Be on time.** Dress neatly. Be prepared to tell the judge why the order for support should be changed. **Do not bring children to court.**

**You should bring the following things to the court hearing:**

- ☐ A **copy** of the **Petition to Modify Child Support**
- ☐ **Parent's Worksheet for Child Support** completed by you